OES PNMI Transfers Portal
https://portalxw.bisoex.state.me.us/transfers/pnmi/

The OES PNMI Transfers Portal is designed to facilitate the submission and tracking of Admissions, Transfers, Discharges, Reclass and Deceased clients. The "portal" is web based (accessible on the internet using your web browser – pointing to the address above). Each type of action has its own separate "page", where you enter the information specific to the action. You access these pages using the menu selections on the left hand side of the main menu.

PNMI TRANSFER FORMS
- Admissions
- Transfers
- Discharges
- Reclass
- Deceased

By selecting the option you want, a new page will open, allowing you to enter and submit the appropriate information.

MEMBER INFORMATION:
Each page has identical member information which you have to complete on each submission.

Member Information
- First Name:
- Middle Name:
- Last Name:
- MaineCare #:

First name and last name and MaineCare# are required fields (not middle name) – you will not be able to successfully submit the page without completing required fields. Any required fields which are not filled in will display "Required" next to the field.

FACILITY/AGENCY INFORMATION

Facility/Agency Information
- Facility Name: NOT IN LIST
  - Type your facility name only if it is not in the drop-down list.
- Phone:
- Fax:
- Contact Name:
- E-Mail:

You must submit your Facility/Agency Information for each submission. Note that if you cannot locate your facility/agency name in the dropdown list, select "**Not in List**" from the menu, and then type in your facility/agency name in the box below the drop-down.

Note that while it is not required that you enter an e-mail address, if you do, a confirmation e-mail will be sent to the address you enter confirming that the data has been successfully submitted. There will be a link in the email, which if you follow, will allow you to track if, when and by whom your submission has been processed. You will also automatically get an email confirming when your submission has been processed at OES.

ACTION SPECIFIC SECTIONS

Admission Information
- Admit Date:
- ☐ **Notified OIAS** (when new admit is SSI recipient)

Each page will have a section which is unique to the action (i.e. the Admissions page only has Admit Date and checkbox for notification to OIAS to

complete. To put a checkmark in a checkbox, click your mouse in the box.)

Fill out the appropriate information for whatever action you are taking. Note that date fields will not allow you to enter a future date.

OES PNMI Transfers Portal

Transferred to:

☐ **Hospital:**
    Name: _____
    Admit Date: _____   Return to PNMI Date: _____

☐ **Nursing Facility:**
    Name: _____
    Admit Date: _____   Return to PNMI Date: _____

☐ **Leave Day Initial Request – Medical**
    Start Date: _____   End Date: _____

☐ **Leave Day Extension Request – Medical**
    Start Date: _____   End Date: _____

☐ **Leave Day Request – Nonmedical**
    Start Date: _____   End Date: _____
    ◉ Not Selected ○ Vacation ○ Home Stay ○ Other (Specify):
    _____

Note the additional fields in the transfer section related to leave days. The new PNMI form and the web version now separate Medical and Nonmedical leave days. Under Medical leave days choose the appropriate section for Initial Request or Extension Request. See Transfer form instructions for additional information.

SPECIAL NOTES

Special Notes

[text area field]

The Special Notes field can be used to enter information specific to your submission that you want to bring to the attention of OES that you could not otherwise send.

SUBMISSION AUTHORIZATION - ACCESS CODE

An Access Code must be entered into the system in order for you to successfully submit the form. The Access Code for all facilities is found on the instructions that were mailed to your facility. We are not requiring facilities to establish unique login id's and passwords.

Note – If you check off the "Remember me" box at the bottom of the page, the next time you open any of the pages, it should remember you from you last session, so you do not have to re-enter the Facility/Agency Information each time. The information is stored on the local computer in a "cookie". (Note that this is computer specific – if you go to another computer in your office, it will not have your information unless you re-enter it on that computer and check the "Remember Me" box. Note also that it's fine to have multiple users in your office submitting forms with different e-mail and phone numbers.

SECURITY

Note that the address of the portal starts with **https://** "The **s** in 'https://' indicates that this is on a secure web server – this means that any information which you submit is encrypted in transmission, so that it cannot be intercepted by hackers."

CONFIRMATION

If you have included your e-mail address in your submission, you should get an email confirmation from Facility.Communication@maine.gov when your submission has been received   Note that you can click on the link given in the email to get an update on whether your submission has been processed yet.